



*"People  
helping people  
help  
themselves"*


Mitchell E. Daniels, Jr., Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***

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INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

Date: May 11, 2010

To: Stephanie Taylor, IDOA Senior Account Manager

From: Greg McAloon, Director   
Bureau of Rehabilitation Services

Subject: Recommendation of Selection for RFP-10-58

**Estimated Amount of Contract:** \$544,991 for a period of one year.

Based on the evaluation of our team, we recommend for selection Indiana University to begin contract negotiations to provide training on a variety of topics for Bureau of Rehabilitation Services (BRS) staff as well as stakeholder staff located across the state.

The evaluation team received three proposals:

- ASPIRE Indiana
- Indiana University
- Phoenix Image Institute

The proposals were evaluated by a six member team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (25 points)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Women-Owned Business Participation (10 points)
- Price (30 points-plus 5 possible bonus points)

The proposals were evaluated according to the process outlined in section 3.2 of the (Evaluation Criteria) of the RFP. Scoring was as follows:



### **Step 1**

One respondent failed the Adherence to Requirements category:  
Phoenix Image Institute

The Phoenix Image Institute proposal reflected no experience in the provision of training in the field of disability and employment, no experience in the provision of technical assistance in the field of disability and employment, and, no history of collaboration with stakeholders who serve persons with disabilities in achieving competitive employment.

ASPIRE Indiana and Indiana University were deemed responsive and moved forward on to Step # 2.

### **Step 2**

In this step, the Management Assessment/Quality and Price categories were scored. Below are the respondent's scores out of the 55 possible points for this category.

#### **Results of the Management Assessment/Quality Scores:**

<b>Respondent</b>	<b>State</b>	<b>Management Assessment/ Quality Score</b>	<b>Price Score</b>	<b>Total Step 2 Score</b>
ASPIRE Indiana	IN	15.25 points	35.00	50.25
Indiana University	IN	24.15 points	30.00	54.15

**The respondent's listed in the above table were evaluated and received scores based on the following information:**

#### **Management Assessment/Quality:**

ASPIRE Indiana - This respondent received 15.25 points out of a possible 25 points based on the factors presented in the Management/Quality section of this RFP. This Respondent has a thorough knowledge and expertise in the Mental Health field; Respondent appears to have capacity for statewide provision of Training, however they lack specific experience in some areas required in the RFP (i.e. Employment, consultation on disability issues other than those having to do with mental illness). The respondent has extensive knowledge in provision of training as it relates to disability and employment, specifically mental health. Experience with e-learning is not well documented, however respondent appears to have the capability to provide e-learning to providers. Though existing curriculum would be used to update/maintain the leadership academy, there is no mention of how this information will be used to focus the leadership academy toward the Indiana VR needs, i.e. use of the electronic case management system. Reservations exist that since the existing counseling program is generic, it would need a

lot of set up and support to focus in on the 'Indiana vocational aspect'. Discussion on how VR staff will access modules (i.e. self-study) is lacking. Review team has concerns about the resources (time, knowledge and personnel) that may be needed to for this vendor to 'get up to speed'. Specifically – the learning academy, Project SEARCH, and, corporate job development.

During oral presentations, the team felt that ASPIRE provided information that assisted the review team in clarifying some questions that arose upon initial review of the proposal.

ASPIRE Indiana moved to Step 3 for further consideration.

#### **Management Assessment/Quality:**

Indiana University-This respondent received 24.15 points out of a possible 25 points based on the factors presented in the Management/Quality section of this RFP. Respondent has a thorough knowledge as well as expertise in the field. The proposal included a project management plan and detailed tasks and outlines. The respondent appears to understand necessary changes to existing program based on experience. The proposal lays out goals, objectives, outcomes and evaluation methods. An advantage of utilizing this entity is that the systems previously implemented by the entity are satisfactory to meet VR's current needs; services could continue without interruption. Demonstrated in detail collaborative partnerships, including strong partnership with VR; proposed new partnership to build Mental Health collaboration and have letter from Mental Health America to support collaboration. The proposal discusses the need to meet regularly with VR Leadership Team, however, the proposal could have included more detail specific to serving other disability populations.

During oral presentations, the team felt that clear information was provided that solidified the scoring of the proposal.

Indiana University moved to Step 3 for further consideration.

#### **Step 3**

#### **IDOA Scoring**

IDOA scored the final respondent's in the following areas – Buy Indiana (10 points), Indiana Economic (15 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, and Minority and Women Business Participation information with the respondent's. During the final step, target pricing was issued to all respondent's. The respondent's were asked to revise their cost proposals to provide the most aggressive pricing possible. Cost scores were re-calculated using the respondent's final target pricing offer. The final tabulated scores are listed on the following page:

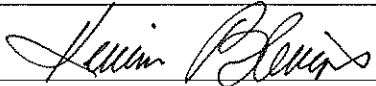
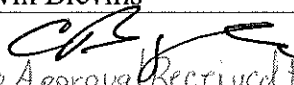
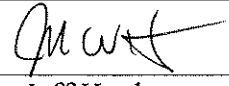
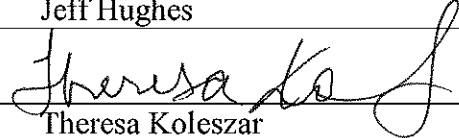
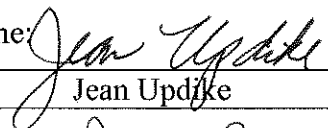

#### **Final Overall Evaluation Scores**

### Final Overall Evaluation Scores

Respondent	Management Assessment/ Quality	Price Points	Buy IN Initiative	IEI	MBE	WBE	Total Score
ASPIRE Indiana	15.25 points	30.00	10.00	12.46	0	.5	68.21
Indiana University	24.15 points	35.00	10.00	15.00	0	10.00	94.15

### Award Summary

Indiana University has been selected to provide the services required within RFP 10-58 based on their experience and demonstrated ability to meet all requirements of this RFP. This agreement will be for a period of one (1) year with the option to renew for an additional three (3) years.

Name: 	Date: 5/11/10
Kevin Blevins	
Name:  5/11/10 Approval Received through email	Date: 5-20-11
Charles Boyle	
Name: 	Date: 5/11/10
Jeff Hughes	
Name: 	Date: 5/11/10
Theresa Koleszar	
Name: 	Date: 5/11/10
Jean Updike	
Name: 	Date: 5/10/10
Nancy Zemaitis	